

# SCHOOL POLICIES

## **STUDENT ACCOUNTS:**

All Youth Music Project participants must have an up to date student account in ActiveNet, our online registration software. Account creation and updates can be done online or by calling or stopping by the front desk. Parents/Guardians should create their own account first, then add their child or children to their family's account. Youth Music Project staff will only provide student information to adults listed on the student's account. If a parent/guardian wishes to allow other caregivers (grandparent, nanny, etc) to access student information, enroll a student, or make changes to registrations, the caregiver must be listed as an Authorized Caregiver on the family's account. Parent/Guardians can add Authorized Caregivers to a student's account by calling or stopping by the front desk. Authorized Caregivers cannot add or delete another Authorized Caregiver or a Parent/Guardian from the account. Those changes must be made by a Parent/Guardian.

## **REGISTRATION:**

Registration is required for participation in any Youth Music Project activity and must be completed before a student begins. Registration can be completed online at [www.Youth-MusicProject.org](http://www.Youth-MusicProject.org), by calling 503-616-5967, or in person.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Parents and guardians are responsible for active supervision of students at all times while in the building and on Youth Music Project grounds. Parents and guardians will be required to cover the cost of repair or replacement of any damaged Youth Music Project equipment, instruments, or facilities if the damage was caused by them or their student(s).

## **STUDENT SIGN-OUT**

Students must be signed out at the end of each class or lesson before they leave the classroom by a Parent/Guardians or Authorized Caregivers. An authorized pickup list should be provided when registering the student. The list can be changed at any time by a Parent/Guardian listed on the student's account by contacting the Front Desk. All individuals listed on the authorized pickup list must also be on the student's account as a Parent/Guardian or Authorized Caregiver. Parent/Guardians can add Authorized Caregivers to a student's account by calling or stopping by the front desk. Students will not be released to an adult not on the Authorized Pickup list. If someone not on the list arrives to pick up a student, a phone call will be made to the Parent/Guardian(s).

Students ages 13 and up may sign themselves out with Parent/Guardian permission. Permission can be given during registration and can be updated at any time by contacting the Front Desk. Students with self-release permission must write their name on the sign out sheet before leaving the classroom and will be released at that point from direct staff supervision.

## **PHOTO & VIDEO**

Youth Music Project occasionally uses publicity photographs and audio/video footage in its effort to help bring music education opportunities to students. By registering for a class, you irrevocably grant Youth Music Project and its duly appointed agents the absolute right and permission to copyright and/or publish or use photographic portraits, pictures and audio or



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video footage of you or your child, or in which you or your child may be included in whole or part, or composite or distorted in character or form in conjunction with your name or a fictitious name, or reproduction thereof in color or otherwise, made through any media, for art, advertising, or any other lawful purpose whatsoever. You also grant Youth Music Project the same right and permission to use any statements or testimonials made by you.

## **DISCONTINUATION**

Youth Music Project reserves the right to discontinue a student at any time for failing to meet our Attendance Policy (see separate policy), non-payment of fees, or breaking the Student Code of Conduct (see separate policy). No refund will be given. If the student is discontinued for non-payment of fees, he or she may enroll again in the next term after the account balance is paid in full. If discontinued due to inconsistent attendance, the student may enroll again for the next term and eligibility for tuition assistance will not be affected. If discontinued due to failure to follow the Student Code of Conduct, future enrollments will be determined on a case by case basis.

## **CLASSES CANCELED - LOW ENROLLMENT**

Our classes must meet minimum student enrollment. Classes that do not reach the minimum threshold before term begins will be canceled and students will receive a full refund or account credit. In the event a class must be canceled after the beginning of term, a prorated refund or account credit will be given. All class times listed are subject to change.

## **CLASSES CANCELED - INCLEMENT WEATHER/OTHER**

Youth Music Project's goal is to make the most appropriate decision for our students, staff and patrons based on available information. The Youth Music Project will typically be closed for classes if West Linn/Wilsonville Schools and Offices close due to weather conditions. If classes and lessons are canceled due to weather or other circumstances such as instructor absence, a credit will be placed on the student's account for the missed activity. Please see our website and social media sites for school-wide closure reports. In the case that an individual class is canceled, students will be notified by phone and email.

## **NOTICE OF NON-DISCRIMINATION**

Youth Music Project strives to provide programs and services that reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, ethnicity, sex, gender identity / expression, national origin, sexual-orientation, age, disability, veteran status, or other status protected by applicable law.

